



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

DON NELSON, **Chair**
RICK WARD, **Vice Chair**
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

Monday – March 9, 2015

Lori Walsh, Personnel Director
Kellie Craig, Executive Secretary

MINUTES

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

4:00 PM

ROLL CALL

Meeting was held at Placer County Personnel
Training Room
145 Fulweiler Avenue, Suite 200
Auburn, CA
All Commissioners present

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM

OPEN SESSION

FLAG SALUTE

Led by Commissioner LeDoux

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.

Chair Nelson announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957.1 Public Employee Performance Evaluations.

No action to report.

II. AGENDA APPROVAL

It was moved by **LeDoux** and seconded by **Costa** to approve the agenda.

Motion Carried Unanimously.

III. MINUTES OF PREVIOUS MEETING – February 9, 2015

Chair Nelson approved the minutes as submitted.

IV. PUBLIC COMMENT: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

V. OLD BUSINESS - None

VI. NEW BUSINESS

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by **Costa** and seconded by **LeDoux** to approve merit increases for classified employees.

Motion carried unanimously.

- B. Community Development Resource Agency (CDRA) – Reclassification request and non-competitive promotion of the Community Development Technician series:

It was moved by **LeDoux** and seconded by **Randolph** to:

- Approve revisions to the Assistant/Associate Community Development Technician and the Senior Community Development Technician classification specifications;
- Approve reclassification of one Assistant Community Development Technician position grade 79 (monthly \$4016-\$4881) in Facility Services Environmental Engineering to an Associate Community Development Technician position grade 91 (monthly \$4427-\$5381);
- Approve reclassification of one Associate Community Development Technician assigned to Community Development Resource Agency (CDRA) Environmental Coordination position grade 91 (monthly \$4427-\$5381) to a Senior Community Development Technician position grade 103 (monthly 4881-\$5933); and
- Approve non-competitive promotion of the two incumbents to the recommended positions pursuant to County Code section 3.08.480.

Motion Carried Unanimously

- C. Revisions to Chapter 3 of Placer County Code relating to the County's Public Agency List (PAEL) program.

It was moved by **Randolph** and seconded by **Costa** to approve the revisions to Chapter 3 of Placer County Code relating to the County's Public Agency List (PAEL) program.

- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.)(5.) (c.) for employee(s) assigned to the department(s) of Administrative Services and Sheriff's Office.

It was moved by **LeDoux** and seconded by **Costa** to approve the Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Administrative Services and Sheriff's Office.
Motion Carried Unanimously.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional appointment - None
- B. Staff reports and correspondence - None
- C. Commissioner comments
 - 1) Chair Nelson, Commissioner Ward and Director Walsh met with Holly Heinzen, Chief Deputy County Executive Officer relative to the Personnel Training Room. Both short and long term goals for the training room were discussed. In the short term, a budget request will be submitted to obtain new chairs and a new cooling unit for the Training Room. In the long term, discussion was held with regard to expanding the Training Room to provide for greater flexibility in using the room for conferences and training efforts.
 - 2) Chair Nelson updated the Commission by stating that he and Director Walsh have been actively involved in the HR study process. Representatives from County Executive Office, County Counsel, Auditor Controller and Risk Management met last week to discuss responses to the Request for Qualifications related to the HR study. Interviews will be held on Wednesday March 11, 2015 with the goal of making a final selection for a consultant.
 - 3) Chair Nelson announced that he and Commissioner Randolph and Director Walsh will meet on March 23, 2015 to discuss training opportunities.
 - 4) Chair Nelson reminded the Commissioners of the special meeting scheduled for March 23, 2015 in the Personnel Training Room for the purpose of holding an interactive instructional session on classification studies.
 - 5) Chair Nelson advised the Commission that he, Commissioner Randolph and Director Walsh had met with Chuck Thiel, James Britton and Anthony Crans from Stationary Union Local 39 for the purpose of discussing the role of the Civil Service Commission. Commissioner Randolph commented that he felt everyone left the room with a very positive attitude.
 - 6) Chair Nelson updated the Commission with regard to the Commission's desire to hold a training session for County Management staff on the role of the Civil Service Commission in the disciplinary and grievance appeal process. Given pending litigation, the training session will

be held in the Fall as opposed to the Spring as originally planned.

VIII. ADJOURNMENT @ 5:20 PM

There being nothing further to come before the Commission, it was moved by **Costa** and seconded by **LeDoux** to adjourn the meeting.

A special meeting of the Commission will be held on Monday – March 23, 2015 in the Placer County Training Room, 145 Fulweiler Avenue, Suite 200, Auburn, CA.

The next regular meeting of the Commission will be on **Monday – April 13, 2015** anticipated to be held in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA

PLACER COUNTY CIVIL SERVICE COMMISSION

DON NELSON
CHAIR

KELLIE CRAIG
EXECUTIVE SECRETARY